



## Facility Maintenance Supervisor

**Department:** Countywide

**EEO Code:** 28

**Class Code:** 3175

**FLSA:** N

**Effective:** 01/05/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general direction; performs work of considerable difficulty in maintaining and repairing physical structures and utility systems of buildings and maintaining grounds; and performs other work as required

### **SPECIFIC STATEMENT OF DUTIES:**

Functions as working supervisor in painting and performing structural repairs to masonry, woodwork, and furnishings of building, and maintaining and repairing building utility systems, such as electrical wiring and controls, heating and ventilating systems and water distributing and plumbing systems; inspects systems to determine preventive maintenance needs; develops maintenance schedules; operates building control computer system; prepares reports; directs workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse; requisitions tools, equipment and supplies; inspects completed work for conformance to blueprints, specifications and standards; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of the principles and practices of building and ground maintenance; of building code requirements; of physical plant operations.

Considerable skill in repairing and maintaining HVAC and electrical systems; working skill in communicating effectively both orally and in writing; in planning maintenance, moving and construction projects; in effective supervision of staff.

Ability to climb, bend, stoop and reach; ability to lift parts and supplies weighing up to 50 pounds. Supervisory and interpersonal skills are desirable.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and certification as an electrician or in HVAC systems and five years of experience in building and grounds maintenance.

### **ADDITIONAL REQUIREMENTS:**

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.